

**MINUTES OF AN INAUGURAL MEETING OF THE PERFORMANCE REVIEW COMMITTEE
HELD IN THE MAYORAL LOUNGE, CIVIC CENTRE, 6 WAIPAREIRA AVENUE,
LINCOLN, WAITAKERE CITY, ON MONDAY, 17 DECEMBER 2001,
COMMENCING AT 2.00 PM.**

PRESENT: Mayor RA Harvey, QSO, JP (Chairperson)
Councillors JM Clews, QSO, JP
PA Hulse
CA Stone

IN ATTENDANCE: Chief Executive
Acting Executive Assistant to the Chief Executive

Ms Sylvia Casella, PricewaterhouseCoopers

1 APOLOGIES

2934/2001
MOVED by Cr Stone, seconded Cr Hulse:

That an apology from Cr Presland for absence be received and sustained.

CARRIED

2 ELECTION OF DEPUTY CHAIRPERSON

2935/2001
MOVED by Cr Clews, seconded Cr Hulse:

1. That the information be received.
2. That the Deputy Mayor be the Deputy Chairperson of the Performance Review Committee.

CARRIED

3 PERFORMANCE APPRAISAL PROCESS

Ms Casella advised the Committee that in March 2002, the Chief Executive would have held the position for one year. She suggested that he be asked to complete a leadership questionnaire. For this purpose, Ms Casella tabled a Leadership Effectiveness Analysis questionnaire, and suggested also that the Chief Executive ask a mixture of directors, second tier staff, and members of this Committee to complete the questionnaire to rate him. Ms Casella recommended that this leadership questionnaire be done annually, using different people within those groupings. It was agreed that this be done by the end of February or in early March 2002.

Ms Casella also recommended that a "climate survey" of staff be carried out as well in February; it being considered a useful measurement tool as part of the Chief Executive's performance review as it measures not only the Chief Executive's leadership but also the health and well-being of the organisation when the results are analysed and graphed annually.

It was agreed:

1. That the members of the Committee would meet informally to review a draft of the proposed climate survey (to be drafted by Ms Casella) on 17 January 2002 at 11.30 am;
2. That Ms Casella would also draft a letter to all staff, to be signed by the Mayor, as Chairperson of the Performance Review Committee, and the Chief Executive; this letter to be prepared and sent to staff before Christmas;
3. That to encourage participation, a prize would be offered, although the survey would be anonymous;
4. That the performance review would be done at the end of March 2002.

4 GOVERNANCE PROCESS

It was agreed:

1. That a ½ day governance workshop, with a panel discussion, for elected members be held in the middle of February 2002; suggested panel members are Garry Diack, Bryan Mogridge, Sylvia Casella, Richard Northey, Gary Taylor ((or some other person from Infrastructure Auckland), Adrienne Young-Cooper. The workshop would include governance issues, relationship between Council and other entities including the Holding Company, Lates and Trusts.
2. That the elected representatives would continue to examine ways to advance the Council's relationship with Te Taumata Runanga, the Pacific Islands Advisory Board, and other cultures; as part of this, a Treaty workshop (to include community board members as well) be held starting with a formal welcome onto a Marae (probably the Hoani Waititi Marae) and continuing at the Civic Centre; this to be scheduled to be held in the middle of February 2002; a timetable to be brought back to this Committee.

3.10 pm

The Chairperson thanked members for their attendance and attention to business and declared the meeting closed.

CONFIRMED AT AN ORDINARY MEETING OF
THE PERFORMANCE REVIEW COMMITTEE
HELD ON

DATE:.....

CHAIRPERSON:.....